

# CHIEF OF ENGINEERING

**GRADE: 27**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Chief of Engineering performs difficult professional and administrative work in directing the Engineering /Environmental Division of the city's Department of Public Works. The work involves responsibility for planning and supervising the work of a group of professional and sub-professional personnel in the preparation and review of all aspects of the Environmental Division including water treatment and distribution, sewage collection and disposal, storm water management (SWM), drainage, stream enhancement and sediment control. This position requires regular contacts with persons of importance and influence to explain city programs. Physical demands are light with somewhat stressful working conditions. The work is performed under the general managerial review of the Director of Public Works although considerable opportunity for discretion and independence of action is allowed.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Manages the City's interests in the environmental aspects of residential, commercial, and industrial development plans. Reviews site and subdivision plans and recommends permit conditions to meet standards and conform with good practices. Identifies water conservation and water/sewer transmission projects needed in association with new developments and negotiates with

developers as appropriate.

- Acts as department director during the absence of the Director. Serves as staff liaison to the Science Technology and Environment Commission and liaison between the City, the County, State and Federal agencies. Attends and addresses Mayor and Council meetings, civic meetings and public hearings pertaining to environmental issues.
- Supervises, assigns, and reviews, through an engineering team approach, the planning, design, and construction of capital engineering environmental projects.
- Serves as chief of the Environmental Engineering Division, and supervises its personnel including civil Engineers and Engineering Technicians.
- Makes project assignments and arranges training as required to keep staff current on technical matters. Oversees all Division expenditures. Coordinate with legal in the drafting of ordinances and establishing, updating procedures/laws for SWM, SC and floodplain.
- Prepares designs, specifications and estimates for major design construction and operational contracts. Prepares and evaluates proposals for engineering consulting services and manages consulting contracts.
- Reviews and approves Public Works permit applications, including those for subdivisions and developments. Establishes fees and bonding requirements, and approves permit releases. Manages the department's computer-based permit system.
- Serves as overall coordinator for the four Public Works engineering Divisions on major permits on capital projects of common interest to all Divisions, and on resource allocations requiring inter-divisional cooperation.
- Annually prepares the City's environmental Capital Improvement Program and operating budgets for the Environmental Engineering Division.
- Performs other duties and tasks as assigned.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in civil or environmental engineering, plus six years of progressively responsible experience in environmental/water resources engineering and management of public works activities. A Master's degree in one of the preceding fields, is preferred. Must be a registered Professional Engineer and be registered with the State of Maryland within one year of employment and possess a Driver's License valid in the State of Maryland.

### **Preferred Knowledge, Skills and Abilities:**

- Comprehensive knowledge of the principles and practices of civil engineering as applied to planning, design and construction of environmental projects.
- Comprehensive knowledge of codes, ordinances, regulations, and standards pertaining to water resources and water and sanitary sewage transmission.
- Considerable knowledge of permits, bonds and other forms of public surety.

- Skill in performing engineering computations, estimates, and designs.
- Skill in the use of computers for word processing, data processing and other specialized engineering programs.
- Ability to plan, schedule, and supervise the activities of professional, technical and administrative personnel engaged in a wide variety of data collection, design, research and inspection activities.
- Ability to establish and maintain effective working relationships with public officials, the general public and fellow employees.
- Ability to communicate effectively orally and in writing.